PHARMACIST RENEWAL INSTRUCTIONS

General Information

- Payment method Mastercard or Visa ONLY. If you do not have a Mastercard or Visa, purchase a Mastercard or Visa gift card to complete the payment for the application.
- License renewal fee is \$125. After September 30, there is a \$25 late fee.
- For current South Dakota Statutes and Rules pertaining to pharmacists, go to https://doh.sd.gov/boards/pharmacy/, under Quick Links, see law book link options.
- All licenses will expire September 30. There is no grace period.
- Continuing education hours will not need to be entered.
- Renewals are subject to an audit.

You must complete the entire application process from start to finish in one sitting

- Online system does not retain any information entered until the application has been submitted and payment process is completed.
- Have all of your renewal information and copies of documents for upload ready before beginning the online renewal process.
- Information needed includes:
 - South Dakota Pharmacist License Number
 - o Immunization documents (see below for immunization information), if applicable.
 - Explanation of felony/misdemeanor, if applicable. Needed will be date, city, county and state of charge(s). An
 uploaded document with an explanation(s) will also be required. Explanation information needed on separate
 document: a signed and dated explanation and copies of court records of the charges, convictions, charges
 found guilty of, or entered a plea of guilty or no contest to.

Authorization to Administer Immunization Information

For NEW Immunization Certificate: required documents needed for upload

- Certificate of Completion of Approved Training Program for Administration of Immunizations which includes:
 - Basic immunology and the human immune response;
 - Mechanics of immunity, adverse effects, dose and administration of an immunization;
 - · Administration of intramuscular injections; and
 - Record keeping and reporting requirements as set forth by § 20:51:28:05
- Copy of Certificate of Completion of Current Cardio-Pulmonary Resuscitations Training along with the date acquired and expiration.

To RENEW your Immunization Certificate: required documents needed for upload

- NOTE: Immunization certificate expires every <u>two</u> years. You may not need to renew this until next year. Please verify before starting the renewal process.
- Copy of Certificate of Completion of Current Cardio-Pulmonary Resuscitations Training along with the date acquired and expiration.
- Two hours of continuing education relating to immunization.

After Application Submission Information

After your application has been submitted:

- Your license will auto renew unless
 - o Any regulatory question has been answered 'yes' or the conduct question has been answered 'no'
 - o A new or renewed immunization certificate was applied for.
- The licensee will be emailed if additional information is needed
- The Board will approve or deny the application

After the license is renewed, by logging back into your account, you will be able to do the following:

- To check application status
- Print pharmacist license, instructions begin on page 14
- To print a payment receipt, instructions begin on page 14

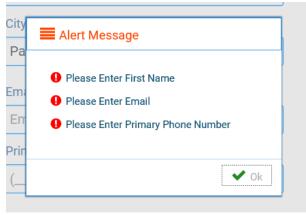
Licensure status can also be verified at:

Verification page: http://doh.sd.gov/boards/pharmacy/verification.aspx



General Notes

- 1. Mandatory fields are marked with a red * in all screens and all those have to be entered before clicking on next
- 2. If mandatory fields are not entered, you will get an alert message that alerts to enter those fields like below:

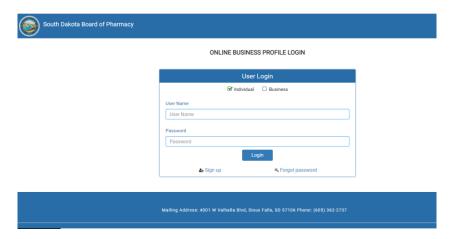


3. Retain account information for future reference

START RENEWAL PROCESS HERE

1. Click on the link below to take you to the page to begin setting up your online account.

Please Bookmark this page. (https://sdbop.igovsolution.com/online/User login.aspx)





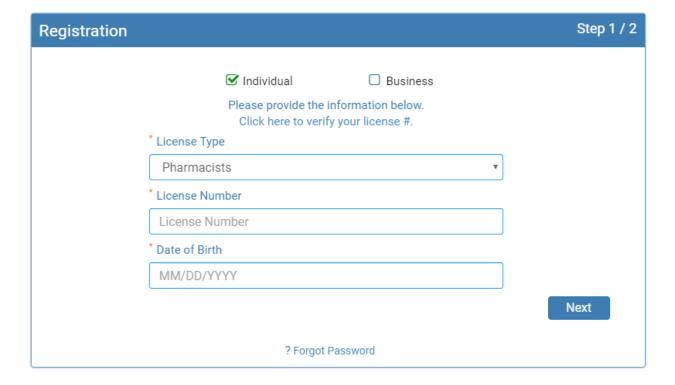


2. Click on 'Sign up' to set up account.

ONLINE BUSINESS PROFILE LOGIN



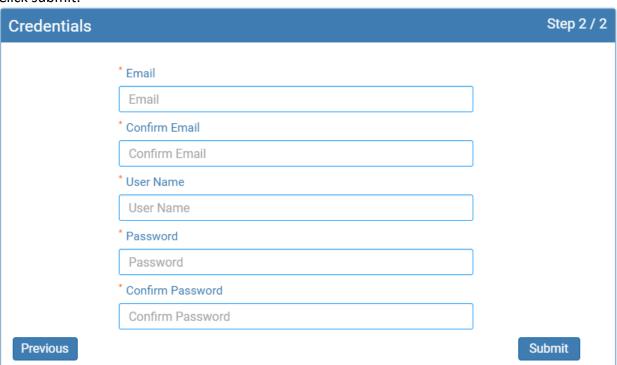
2.1 Check Individual box, Select 'Pharmacists' from drop down menu as License Type, Fill in your license number (if you are a reciprocated pharmacist enter R-0000, R with a dash plus the four digits of your license), fill in your date of birth, click Next.



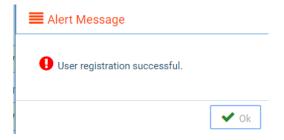




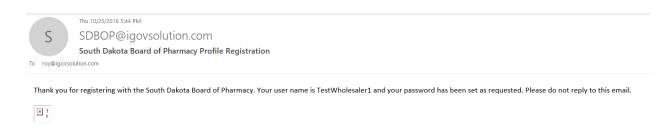
2.2 Complete credentials information. <u>Retain this information for future reference and use.</u> Click submit.



Registration is successful when this alert message appears. Click OK, you will be returned to the log in page.



2.3 Once user registration is successful an e-mail will be triggered to the e-mail that you provided during your registration with a similar message like below:



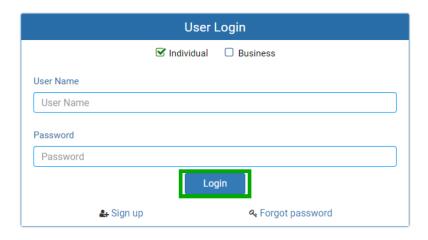




2.4 Use the User Name and Password to login in at the User Log In page. Once account is set up, you will return to the log in page or use this link:

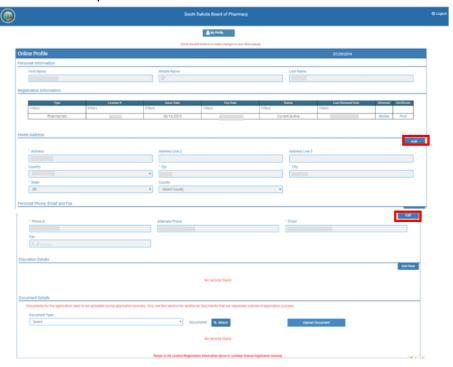
https://sdbop.igovsolution.com/online/User_login.aspx

ONLINE BUSINESS PROFILE LOGIN



2.5 My Profile page

 Personal information such as personal address and phone number can be updated at any time. If needing to update this information, click on edit to update information. Click save when complete.







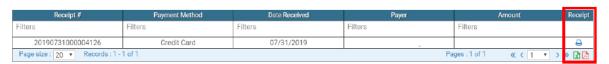
South Dakota Board of Pharmacy

Registration Information: This section contains the License information details like,
 Type, License#, Issue date, Exp. Date, status, Last renewal date, Renewal. These are non-editable fields. After reviewing instructions, click on Renew to begin your renewal.

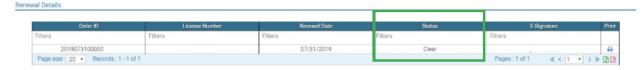


- Document details: This section contains all the documents uploaded during the renewal process. Do not upload documents here that are needed during the renewal. After the renewal process, this section can be used if the licensee would like to upload any additional documents by using the correct document type from the Document type drop down list, use the attach document to select / browse the file from the local folder and then use the Upload document. Any documents that uploaded / showing in this Documents section can also be downloaded.
- Payment History Details: To print a payment receipt, click on the printer under the receipt column.

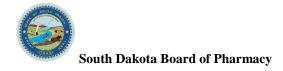
Payment History



Renewal Details: In this section licensee can check the status of their Renewal
application – if it's Pending or if it's Cleared. If it's Cleared, then in the Registration
information grid will show the updated license expiration date, Last renewal date. Also,
you can print your online submitted Renewal form, if needed.







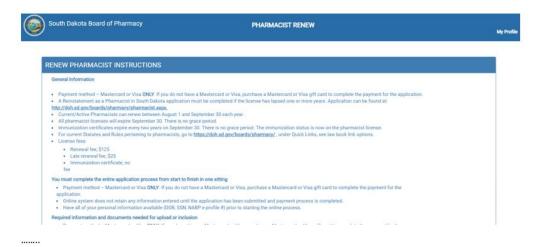
1. After validating all the information in the My Profile section click on the Renew icon in the profile section under the Registration Information section.



2. After clicking on the Renewal icon click on the confirmation message



3. Review the renewal instructions then scroll to bottom of page, to begin renewal.



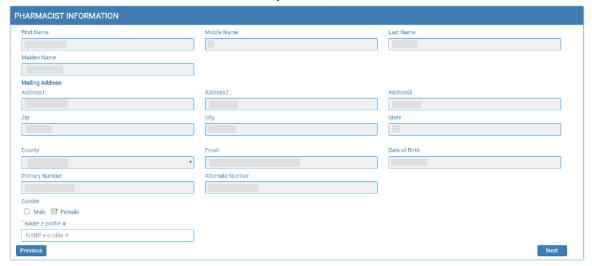
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4. **PHARMACIST INFORMATION** Page

a. Enter Gender and NABP e-profile #, click next.

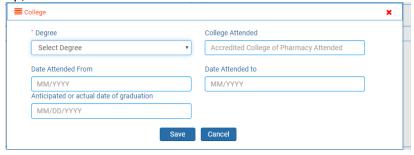


5. **EDUCATION** Page

- a. Select Degree from drop down menu.
- b. Select College attended (SDSU graduates, look for 63-South Dakota State U SD)
- c. Fill in attendance dates and graduation date



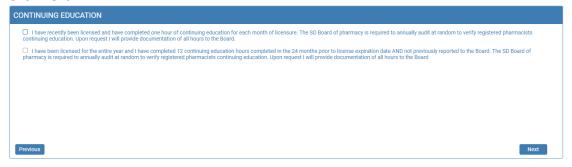
d. If other colleges were attended, 'Click Here To Add More'. Below box will pop up, then enter information. Click save to continue.







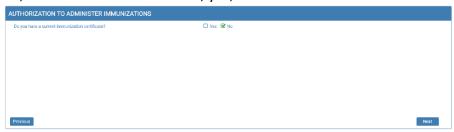
- 6. **CONTINUING EDUCATION** Page verify completion of your continuing education. Read both statements and select the statement that is correct for your renewal.
 - a. First statement is for recent graduates,
 - b. second statement applies to pharmacists who have been licensed entire past
 - c. Click next.



7. AUTHORIZATION TO ADMINISTER IMMUNIZATIONS

Note: immunization certificates expire every two years you may not need to renew this at this time.

a. Answer question: Do you have a current immunization certificate? If answered no, see 'b' below. If answered, yes, see 'c' below.

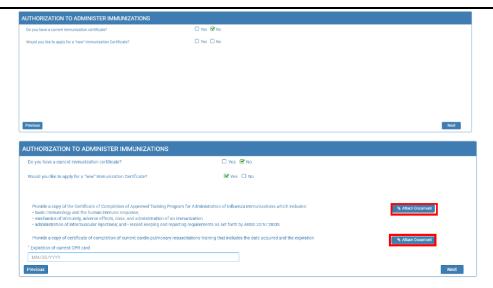


b. If answered no, answer next question: Would you like to apply for a 'new' immunization certificate? If no, click next (first snip below). If yes, complete next section (second snip below) and upload/Attach Document a copy of your Certificate of Completion of Approved Training Program for Administration of Influenza Immunization and a copy of your current CPR card. Fill in expiration date of your CPR card, then click next.

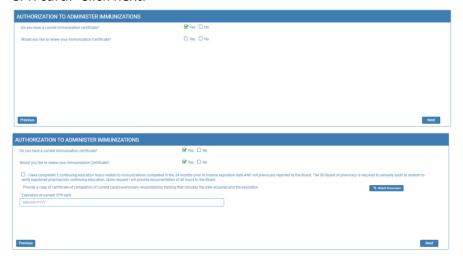
www.igovsolution.com Page 9







c. If answered yes to question: Do you have a current immunization certificate?, then answer the question (first snip below): Would you like to renew your Immunization Certificate? If answered no, click next. If answered yes (second snip below), check box to confirm continuing education was completed, upload/Attach Document of your current CPR card, and fill in expiration of your CPR card. Click next.



8. **EMPLOYMENT** Page

- a. Enter the South Dakota pharmacy license number where employed, pharmacy information will populate similar to 100-1234 *OR* 200-1234
- b. If you are not employed by a SD pharmacy, click 'if applicable, check this box if your employer is not a South Dakota Pharmacy. Enter employment information.
- c. Enter work email, if available, job title, average hours worked per week, and employment status
- d. Answer yes/no if you have a second employer. If answered yes, complete information similarily as primary employer

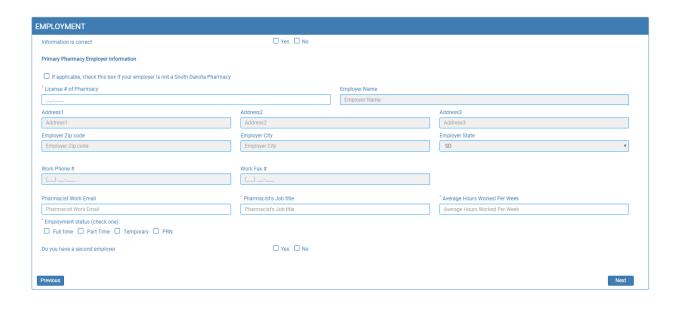
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Page 10





South Dakota Board of Pharmacy



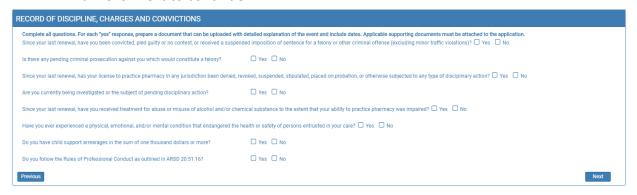


e. Click next.



9. RECORD OF DISCIPLINE, CHARGES AND CONVICTIONS Page

- Answer all questions. If yes is answered to any of first seven questions or no to the final question, provide required exlanations and upload required documents.
 - i. If yes is answered to the felony/misdemeanor question, needed will be date, city, county and state of charge(s). An uploaded document with an explanation(s) will also be required. Explanation information needed on separate document: a signed and dated explanation and copies of court records of the charges, convictions, charges found guilty of, or entered a plea of guilty or no contest to.
- b. Click next to continue



10. APPLICATION INPUT REVIEW Page

a. After completing the application, you will be able to view the application by using the scroll bar to review for any errors. Correcting the information can be done by clicking on Previous buttons and correct in the appropriate screens. If everything is correct, click on Next button.



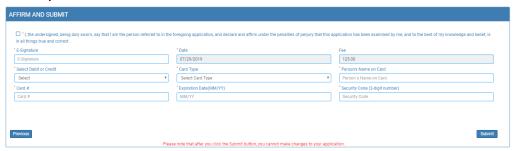
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www.igovsolution.com Page 12

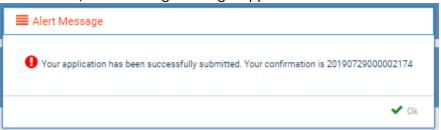


11. AFFIRM AND SUBMIT Page

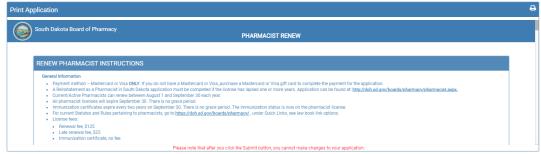
- a. Click box to attest to application
- b. Sign with e-signature (type in your name as licensed)
- Select Debit or Credit, Card Type (<u>only</u> Mastercard and Visa accepted), Fill in Person's Name on Card, Card number, Card expiration date along with 3-digit security code



d. Click Submit, alert message stating if application was successful will pop up.



e. Once successfully submitted, the renewal application just completed can be printed for your records.



Provided your application does not need to be reviewed, your license should auto renew.

- Applications will not auto renew if:
 - If any regulatory question has been answered 'yes' or the conduct question has been answered 'no'
 - o If a new or renewed immunization certificate has been requested

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Page 13





To print your license immediately after it has auto renewed, click on 'My Profile' at the top right corner of the Print Application page at the end of the process:



Go to the Registration Information section in My Profile and click on the blue 'Print' under certificate:



After the renewal process has been completed, at any time you can log back into this account to:

- 1. To update your personal information such as address and phone number. Click on the edit button in that section, make the corrections, then click save.
- 2. To print your license, go to the Registration Information section in My Profile and click on the blue 'Print' under certificate:



3. To print a payment receipt, Go to the Payment History section in My Profile, click on the printer in the receipt column for the needed receipt:

